

QUALITIES TO BE CONSIDERED IN DETERMINING SUITABILITY  
FOR CAREER SERVICE  
(General Services Office)

\* A. Character

1. Integrity

Would lack of supervision lower his standard of performance? Can he be expected to remain honest to himself and to others? Does he have intellectual, moral and cultural honesty?

2. Morality

Can he maintain high moral standards for his personal conduct?  
Could he engage in activities which conflict with those standards?

\* 3. Sense of Responsibility

Does he possess a sense of responsibility with respect to financial obligations, family and his job?

\* B. Personality

1. Emotional Control

Can he maintain effectiveness despite unusual or disturbing working conditions?

2. Sense of Personal Proportion

Does he take himself too seriously?

3. Social Acceptability

Is he a person with whom you could get along in a close work relationship?  
Has he traits or characteristics which would make it difficult for a group to accept him as one of the "gang" in non-duty situations?

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\* C. Attitudes of Employment

1. Faithfulness

Will he loyally support a course of action even though he may disagree?

Would he secretly try to undermine a policy while outwardly supporting it?

2. Objectivity

Can he reach logical conclusions despite personal bias?

3. Adaptability

Can he willingly conform to new job requirements?

Can he adjust to trying working conditions?

4. Cooperation

Does he establish congenial relationships with others?

Can he work effectively as a member of a team?

\* D. Past Performance

1. Industry

Is he capable of sustained hard work?

2. Acceptance of Discipline

Can he relinquish independence of action in the interest of organizational integrity and control?

\* 3. Progress

Has he made reasonable progress during the period of time he has been employed?

\* 4. Determination

Does his past employment record indicate that he knew the field of endeavor in which he was interested and has he apparently been determined to achieve his goal?

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\* E. Future Possibilities

1. Career Desire

Are his reasons sound for seeking an intelligence career in CIA?

Is he willing to give the job and the Agency a fair trial?

2. Anonymity

Does he accept the fact that public notice is incompatible with a career in CIA?

Does he feel compelled to call attention to himself?

3. Discretion

Has he an appreciation of the need for discretion in the handling of official information?

Has he an appreciation of the need for discretion in handling people?

4. Economic Preparedness

Can he accept the limitations of a Government salary?

5. Freedom of Action

To what extent will family, economic, religious, political or moral considerations interfere with his freedom of action?

6. Effective Intelligence

Is he capable of resourcefulness in planning and carrying out activities?

Can he make decisions effectively?

Can he learn and remember detailed knowledge?

Can he express himself adequately?

Can he effectively use the services and abilities of other people?

7. Vision

Can he think and act imaginatively?

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8. Judgment

Does he have common sense?

Does he have a sense of timing?

Is he impulsive?

Are his actions the result of calm discrimination and critical estimate?

\* 9. Potentiality

What are his potentialities on the basis of past experience and progress?

\* 10. Self-Improvement

Does he indicate a desire to broaden himself through additional education, experience, or other fields of interest?

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## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

NO.

Chairman, CIA Career Service Board

DATE

JUN 26 1950

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
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